

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - November 9, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4513	Gaming - Site: Tucson	Gaming Inspection Project Assistant	CR	9/8/2015	\$ 21.61
4655	Executive Office	Administrative Assistant	CR	11/2/2015	\$ 14.92
4546	Executive Office	Office Specialist	CR, CL	10/26/2015	\$ 12.87
General Support Services					
4517	Accounting	Inventory Specialist		10/26/2015	\$ 14.20
4670	Human Resources	Human Resources Analyst		11/2/2015	\$ 47,233.00
Justice Programs					
4654	Attorney General	Assistant Attorney General CL I		11/2/2015	\$ 83,348.00
Department of Health and Human Services					
4567	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4640	Child Welfare	Case Manager		10/26/2015	\$ 48,414.00
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4635	Behavioral Health	Counselor, Senior	CL	10/19/2015	\$ 22.15
4683	Family Assistance	Administrative Assistant	CL, NEW	11/9/2015	\$ 14.92
4685	Healthy O'odham Promotion Program	Registered Dietician	NEW	11/9/2015	\$ 87,567.00
4636	Senior Services	Resource/Activities Coordinator		9/14/2015	\$ 16.88
4648	Special Needs	Maternal & Child Health Advocate	NEW	11/9/2015	\$ 19.58
4649	Special Needs	Maternal & Child Health Advocate	NEW	11/9/2015	\$ 19.58
Department of Education					
4659	Early Childhood - Site: San Xavier	Child Care Specialist		8/31/2015	\$ 9.57
4661	Early Childhood - Site: Sells	Program Manager, Senior		11/2/2015	\$ 71,871.00
4667	Early Childhood - Site: Sells	Teacher		2/9/2015	\$ 19.10
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
4666	Early Childhood - Site: Vaya Chin	Cook		6/29/2015	\$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		11/2/2015	\$ 14.92
4665	Early Childhood - Site: San Xavier	Bus Driver/Custodian		11/2/2015	\$ 14.92
4673	Recreation	Director of Recreation		11/2/2015	\$ 71,871.00
4658	Recreation - Site: Hickiwan	Office Specialist	CR, CL	11/2/2015	\$ 12.87
4657	Recreation - Site: Sells	Maintenance Technician		9/14/2015	\$ 12.25
Department of Natural Resources					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	CL	10/6/2015	\$ 18.18
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	\$ 21.09
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	CL	8/17/2015	\$ 22.71

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DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Department of Public Safety					
4607	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	Lateral	6/22/2015	\$ 24.45
4616	Law Enforcement - Site: West Valley	Police Lieutenant		9/28/2015	\$ 75,509.00

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record, and clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells
Counselor II/Therapist
Recovery Coach

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at: <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883> or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

P O Box 3130
Sells AZ 85634
(520) 383-0790

Job Title: HUD Section 184 Loan Officer
Closing Date: Open Till Filled
Pay: Starting Salary \$40,000.00/DOE

Job Title: Finance/Compliance Manager
Closing Date: October 28, 2015
Pay: Starting Salary \$40,000.00/DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position

ResCare HomeCare Tucson
4750 N Oracle Rd. #114
Tucson AZ 85705
Contact Sarah Gomez, Branch Manager
Office: (520) 323-4393

(FT) Customer Service Supervisor - Tucson

Must be able to speak, or at a minimum understand the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4683

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: November 9, 2015

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Family Assistance**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: Provides burial assistance for Tohono O'odham Nation members that do not meet eligible requirements under BIA funded burial assistance program. Financial assistance for eligible low income households in meeting utility needs.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.
- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.

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4685

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JOB ANNOUNCEMENT

JOB TITLE: REGISTERED DIETICIAN

SALARY: \$87,567.00, PLUS BENEFITS

OPENING DATE: November 9, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Health & Human Services/HOPP

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the diet and nutrition strategic objectives by planning, organizing and conducting education for the Tohono O'odham Nation's Health and Human Services Department, program or divisions.

MINIMUM QUALIFICATIONS:

- Master's Degree in Dietetic, Nutrition, or closely related field, and two years' work experience providing nutrition counseling to Native Americans, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—AND—

- Must possess Registered Dietician Credential by the commission on Dietetic Registration of the American Dietetic Association.
- Must obtain certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4648

4649

JOB ANNOUNCEMENT

JOB TITLE: MATERNAL & CHILD HEALTH ADVOCATE (2 POSITIONS)

SALARY: \$19.58 PER HOUR, PLUS BENEFITS

OPENING DATE: November 9, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Special Needs

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, advocates for families of young children, attends meetings, and provides relevant information about early childhood development and health, stressing the need to preserve the Tohono O'odham Language and oral tradition to community and business leaders, philanthropic organizations, faith-based organizations, tribal departments, and tribal government leaders.

MINIMUM QUALIFICATIONS:

- Associates Degree in Early Childhood Development, or closely related field, and three years' work experience in a family advocacy field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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